

Loudoun County Public Schools

Office of Special Education



Practices Handbook
Est. 2018

Practice Topic:	Data Collection / Data Requests
Objective(s):	To collect and report on necessary IEP data and to appropriately share student IEP data with families when requested.
Reference Documents:	VDOE Regulations Governing Special Education Programs, 8VAC20-81-110, 8VAC 20-81-170
LCPS Referenced Policy(s):	LCPS School Board Policy 8630; LCPS Policy 8640 Update and FERPA request Memo March 19, 2018
Practice:	<ol style="list-style-type: none"> 1. All staff working with students with disabilities are required to collect and analyze data in accordance with each IEP goal. 2. Staff will provide periodic reports on the progress concurrent with the issuance of report cards and at least as often as parents are informed of the progress of their children without disabilities. 3. Data collected on IEP goals vary in format, purpose, and frequency. The purpose of data collection is to measure IEP progress and/or to drive instructional practices. <p>Data Request from Families:</p> <ol style="list-style-type: none"> 1. Parents/Guardians/Adult Students can request data pertaining to a student's progress on their IEP goals or schedule a mutually agreed upon time to inspect and review without unnecessary delay and in no case more than 45 calendar days after the request has been made or before any meeting regarding an IEP or any hearing in accordance with 8VAC20-81-160 (discipline) and 8VAC20-81-210 (due process). If multiple requests for data are received from families, the school will request a conference to review current practice for communication between and school and home.

- 2. Parents would submit their request in person before the principal or other custodian of the records and present proper identification. If the individual is a student and is not an eligible student as defined in subparagraph B.3 in the SB policy 8630, the student must present written authorization of a parent. Written authorization must be confirmed by the principal/designee.**
- 3. If copies are requested and the custodian cannot provide it immediately, the copy may be mailed with permission of the person requesting it or picked up by an individual who presented proper identification. No copies will be mailed in response to telephone requests to parents or eligible students. Copies may be sent when requested in writing and the custodian has no reason to doubt the authenticity of the request.**
- 4. Schools are not permitted to make copies of copyrighted materials such as testing protocols or instruments with student responses on it that clearly notes that the protocol or instrument is copyrighted material.**

Opportunity to Review/Inspect:

- 1. School staff would schedule a mutually agreed upon time to inspect and review without unnecessary delay and in no case more than 45 calendar days after the request has been made or before any meeting regarding an IEP or any hearing in accordance with 8VAC20-81-160 (discipline) and 8VAC20-81-210 (due process).**
- 2. A school administrator and a staff representative collecting/analyzing data must be present for the duration of the review and inspect opportunity for the purpose of interpreting the records if asked, and to protect the integrity of the student's educational record.**
- 3. Team would consider impact on instructional time and length of time to inspect and review.**

	<p>4. Any information that does not belong to the student for whom the educational record belongs to would be redacted.</p> <p>5. Parents are permitted to scan or take pictures of data with the exception of materials such a testing protocols or instruments with student responses on it that clearly notes that the protocol or instrument is copyrighted material.</p>